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1 AUG 1960

MEMORANDUM FOR: Chief, Records Management Staff

SUBJECT

Including Filing Workshops in Agency

Training Programs

1. The recommendation made in your 26 July memorandum is an excellent one. I shall ask the Chief of the Intelligence School to work with you in planning a schedule of Filing Workshops for inclusion in the OTR Catalogue.

2. I am pleased to know that the Filing Workshops have been successful in meeting an Agency requirement. Our Clerical Training instructors assure me that the success is largely the result of the cooperation and assistance given them by the members of your Staff.

> MATTHEW BAIRD Director of Training

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